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Security Information

1 December 1953

MEMORANDUM FOR: Chief, PP/ICD

SUBJECT: CIA-OCB Liaison Procedures as Presently Practiced
by ICD/Ln

1. At your suggestion, the following paragraphs will combine both present and proposed procedures in CIA-OCB liaison as a basis for standard operational procedure. The present system will be greatly emphasized, mainly because it has proved efficient in the past.

2. Background - Until two months ago, the old PYD/Ln branch was responsible for a comprehensive and ofttime hectic-type of liaison. [redacted] was responsible for ascertaining what items were on the weekly agenda, coordinating the Agency position on said agenda items, then briefing "the hill" on said position. [redacted] attended many OCB meetings as Assistant to DCI. However, two months ago, Mr. John E. Baker took over the formal duties of Assistant to DCI on OCB matters and incorporated most of the coordination and briefing functions into his office. Thus PY/Ln became responsible mainly for "paper liaison" with OCB—the situation as it presently stands.

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3. Present procedures - [redacted] has succeeded Mr. Baker as Assistant to DCI on OCB matters and most ICD/Ln functions with OCB are at his direction. These functions consist of some staff work but with most emphasis on courier duties and "paper liaison." The current method of operation is best described chronologically as follows:

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a. Every Friday [redacted] attends the Assistants meeting to propose agenda subjects for the formal OCB meeting the following Wednesday. This agenda is written, reproduced and disseminated by OCB by either late Monday afternoon or early Tuesday morning. Miss Sedlak of OCB publications desk telephones ICD/Ln as soon as the agenda is mimeographed. A representative of ICD/Ln immediately goes to OCB at 708 Jackson Place, N.W., picks up five copies of the agenda and disseminates them immediately at CIA. After the ICD/Ln secretary logs the agenda into ICD/Ln and places CIA cover sheets on the five copies, the copies are then handcarried immediately to the following offices: [redacted] 2044 K Bldg (1 copy); [redacted] #1 Admin Bldg. (1 copy); Mr. Amory, #221 Admin Bldg (1 copy); Mr. Jacobs, #224 Admin Bldg for further routing to PPC, [redacted] 2502 K Bldg (1 copy); ICD/Ln files (1 copy). These copies for Administration Building are handcarried through the Executive Registry, #7 Admin Bldg before being taken to the addressees.

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b. The Weekly Status Report, written by the Executive Officer, OCB, is sent by OCB messenger directly to [] office, 2044 K Bldg, late Tuesday afternoon. ICD/Ln has no contact with this report, a situation which might be rectified by using an ICD/LW representative as courier for this paper. Also the present two copies for CIA might be increased by one to add a copy for ICD file.

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c. The Minutes of the formal Wednesday meeting are disseminated by OCB messenger either late Friday or early Monday morning. This messenger calls from the K bldg reception desk where an ICD person picks them up. ICD receives eight copies of these Top Secret documents and after ICD logging, they are handcarried to Top Secret Control, 1305 L Bldg. The ICD representative waits for the TSC clerk to register the documents, then brings them back to ICD for receipts. The Minutes are then handcarried to: [] 2044 K (1 copy); [] 1 Admin Bldg (1 copy); [] for DD/P, #224 Admin Bldg (1 copy); Mr. Amory #221 Admin Bldg (1 copy); [] for PFC 2502 K Bldg (1 copy); [] 1313 K Bldg (1 copy); ICD/Ln (2 copies). Upon hand delivery of TS documents by ICD, receipts are obtained and transmitted to Top Secret Control which files them.

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d. Other formal OCB papers such as Terms of Reference papers and National Plans documents are disseminated at irregular intervals, usually one to three per week. OCB sends them by courier in ten copies, usually Top Secret. These documents are logged in ICD, then handcarried to Top Secret Control for registering. These documents are then handcarried by ICD representative to: [] 2044 K (1 copy); [] 1 Admin Bldg (1 copy); [] for DD/P, #224 Admin Bldg (1 copy); Mr. Amory for DDI (1 copy); [] for PFC 2502 K Bldg (1 copy); [] 1313 K (1 copy); ICD (1 copy); Area or Staff Division affected by or interested in the paper (3 copies). RQW/015 (1)

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e. Extra copies of any OCB paper can be obtained by ICD merely by calling Miss Sedlak, OCB publications desk, who will send them by messenger. Such requests are infrequent, perhaps once or twice a month.

f. ICD/Ln maintains a file on every OCB position paper (such as D-38 etc.). These are available to all of DD/P for reference. ICD/Ln also maintains a file of extra copies of all OCB publications for emergency requests, plus a current list of CIA membership on OCB panels.

4. Problems - Because of the relatively low level, no policy type of liaison, there are very few problems at the moment. Effective rapport has been established with Miss Sedlak, who is more than willing to cooperate in speeding material to CIA. Some of the CIA members of OCB panels have requested copies of OCB papers directly from Miss Sedlak who in turn has called ICD/Ln to confirm such a request. The request and subsequent delivery is then handled by ICD/Ln.

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5. Recommendations - The most obvious recommendation might be the standardization of number of copies of papers received from OGB. A suggested pattern would be as follows:

a. Agenda, Status Report, and Minutes - 8 copies

[] for DCI - 2 copies
 [] for DD/P - 1 copy
 Mr. Amory for DD/I - 1 "
 [] for PPC - 1 "
 [] - 1 "
 ICD/Ln - 2 copies

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b. Formal papers such as National Plans, Terms of Reference - ~~18~~ //

[] for DCI - 2 copies
 [] for DD/P - 1 copy
 Mr. Amory for DD/I - 1 "
 [] for PPC - 1 "
 [] - 1 "
 Area or Staff Division/affected by paper - 3 copies
 ICD/Ln - 1 copy
 RCM/OIS - 1 "

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Any other recommendations will probably result from further instructions from [] and yourself, plus the lessons of experience.

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PP/ICD/Ln/EBB:as
 Distribution:
 1 - Addressee
 1 - ICD
 2 - ICD/Ln
 1 - RI

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